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MEMORANDUM FOR: Director of Budget, Program Analysis, and Manpower  
SUBJECT : Office of Training Budget

1. When the OTR Operating Budget for FY 1964 and the Office Estimates for FY 1965 were prepared, I was directed to limit the FY 1964 total to the Congressional Budget [redacted] In order to do this we did not, by agreement with what was then the Budget Division, include any funds for external training other than the Service Schools and other quota programs, funds for reimbursement to other components for overtime required for the Voluntary Language Training Program (VLEP) or funds for payment of independent contractors used in tutorial training. These amounts could not be included since it was necessary to budget for other items not in the Congressional Budget, including the Midcareer Course, the expansion in the JOEP and increased requirements for [redacted]

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2. In spite of this situation, OTR was directed to continue payments for external training and tutorial costs during FY 1964 on the basis that the Budget Division would cover these costs in the latter part of the Fiscal Year. We were also advised that a plan would be developed for covering overtime used in the VLEP and charged to those components who provide the instructors. Consequently, reimbursement for these charges has not been made by OTR.

3. Prior to FY 1964, OTR budgeted for these training requirements. They are support activities and are administered entirely within OTR. In the case of external training, we obtain requirements from all components and compute the estimated cost for each requirement. However, we have in the past included in our budget substantially less than the estimated cost of the total requirements since experience has shown that only about 50% to 60% of these actually materialize. If each component budgets for its estimated requirements, the total amount budgeted within the Agency for external training would be at least \$200,000 greater than the amount OTR would budget.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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4. OTR is continuing to pay tutorial costs subject to reimbursement by the Budget Division. It would be a costly administrative job to keep records reflecting costs attributable to each using component. Classes vary in size and often two or more students from different components are included in one class.

5. In the past, OTR has been provided funds to cover Adjustment Vouchers submitted by other components covering overtime required for instruction in the VIETP. I am not aware of the method to be used in this Fiscal Year to make these adjustments. If the components are asked to absorb the charges on the theory that they are in effect paying for the instruction of their own students, certain inequities would result in instances where a component provides instructors but enters few if any students. Also, the absorbing of charges might affect our ability to recruit instructors.

6. Considering all aspects of these Programs and the administrative problems involved in attempting to spread the costs, I believe OTR should be authorized to budget for the three Programs beginning in FY 1965.

**MATTHEW BAIRD**  
Director of Training

CONCUR:

~~Deputy Director for Support~~

\_\_\_\_\_  
Date

Distribution:

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TO:

Mr. Lloyd

ROOM NO.

BUILDING

REMARKS:

Col. White has already  
expressed a preference  
for customer budgeting  
of external training  
(and invitee travel).  
This paper should stop  
here. If you agree, pls.  
return & I will work out VLTP

FROM: details.

ROOM NO.

BUILDING

EXTENSION

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FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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Chad or LKW

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TRANSMITTAL SLIP		DATE
TO:		2 Apr 64
Colonel White via Mr. Lloyd		
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend your initials.</p> <p><i>JHP</i> JHP</p> <p>pls. note that the Budget Division's VL TP + Tutorial arrangements are contrary to Col. White's wishes.</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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